



CONSTITUTION

PREAMBLE

WHEREAS, the United States has an urgent and compelling need for an organization of public spirited volunteers, knowledgeable about the importance of aerospace, and enthusiastic and skilled in the support and development of civil aviation and the maintenance of aerospace supremacy; and,

WHEREAS, the future promise and security of America requires a nucleus of educated and trained leaders, including Civil Air Patrol cadets -and senior members, who can encourage and foster the continued development of civil aviation in their local communities and increase public awareness of the impact of aerospace exploration and achievements; and,

WHEREAS, the traditional values and patriotism that have served to propel America to the pinnacle of world status need to be enhanced through leadership development; and;

WHEREAS, there exists nationwide a continuing requirement for an organization of private citizens with adequate training, facilities, and the desire to assist in meeting the trauma of local and national emergencies; and,

WHEREAS, Civil Air Patrol is designated as the civilian auxiliary of the United States Air Force under 10 USC 9441 which authorizes various Air Force support and designates Civil Air Patrol and its members as instrumentalities of the United States while performing Air Force noncombat missions.

NOW THEREFORE, be it resolved by the National Board of Civil Air Patrol that the following is adopted as the Constitution and Bylaws of the Corporation, hereby revoking, repealing, and annulling all provisions of its Constitution and Bylaws as amended heretofore in effect.

ARTICLE I GENERAL AUTHORITY

Civil Air Patrol is a private, nonprofit corporation chartered under special Act of Congress, 36 USC 201-208, which sets forth the purposes, rights, and duties of the Civil Air Patrol.

ARTICLE II NAME AND STATUS

The name of the Corporation shall be "Civil Air Patrol, Inc.," and its status is that of the volunteer civilian auxiliary of the United States Air Force. The Corporation may also be referred to as "Civil Air Patrol" or by such other titles as may be approved in the Bylaws.

ARTICLE III NATIONAL HEADQUARTERS

The National Headquarters of the Corporation shall be at Maxwell AFB, Alabama, or at such other location as the ~~National Board Executive Board~~, in consultation with the appropriate Air Force agency, may designate.

ARTICLE IV TERM

Civil Air Patrol shall have perpetual existence.

ARTICLE V OBJECTS AND PURPOSES

1. The objects and purposes of Civil Air Patrol shall be:
 - a. To provide an organization to encourage and aid American citizens in the contribution of their efforts, services, and resources in the development of aviation and in the maintenance of aerospace supremacy.
 - b. To encourage and develop, by example, the voluntary contribution of private citizens to the public welfare.
 - c. To provide aviation and aerospace education and training, especially to its senior and cadet members.
 - d. To encourage and foster civil aviation in local communities.
 - e. To provide an organization of private citizens with adequate facilities to assist in meeting local and national emergencies.

ARTICLE VI POWERS

1. Civil Air Patrol shall have the power to do any and all acts and things necessary and proper to carry into effect its objects and purposes.

2. Civil Air Patrol shall have no power to issue capital stock or engage in business for pecuniary profit or gain of its members.

ARTICLE VII MEMBERSHIP

Membership in Civil Air Patrol is a privilege and not a right. Qualifications and conditions for membership shall be established in the Bylaws and regulations. Discrimination based on race, sex, age, color, religion, national origin, or disability is prohibited.

ARTICLE VIII NATIONAL EXECUTIVE BOARD

1. The governing body of Civil Air Patrol shall be the National Executive Board.

2. The ~~67~~ 13 members of the National Executive Board shall be as follows:

- ~~a. The National Commander~~
- ~~b. The National Vice Commander~~
- ~~c. The National Chief of Staff~~
- ~~d. The National Legal Officer~~
- ~~e. The National Finance Officer~~
- ~~f. The National Controller~~
- ~~g. The commander from each CAP region~~
- ~~h. The commander from each CAP wing~~
- ~~i. The Commander, Civil Air Patrol United States Air Force (CAP USAF)~~
 - a. Volunteer national leadership (two members, serving ex officio)

- 1. National Commander
- 2. National Vice Commander

- b. Volunteer membership (two members). Selected as follows:

- 1. Each Wing and Region Commander shall appoint a Nomination Committee, of an odd number, for the purpose of interviewing and recommending a volunteer candidate for service on the Executive Board.
- 2. Candidates for consideration must:
 - (a) be a volunteer for National Board Service
 - (b) be in the Grade of Major or above
 - (c) have completed level IV training
 - (d) have at least 5 years CAP service

3. All qualified Wing volunteer candidates will appear before the wing nomination Committee. The committee will select one person, from the qualified field of Wing candidates, and the Wing Commander will submit that name to the Region Commander.
 4. The Region Commander will convene a Nominating Committee and repeat the process with the several candidates from the Wings. One candidate will be selected from the region.
 5. The Region Commander will then forward the selected region candidate's name to the Executive Board.
 6. No commander may change the recommendation of any nominating committee.
 7. The Executive Board shall select two members by random drawing from the eight region candidates.
- c. United States Air Force (four members). To be appointed by the Secretary of the Air Force, who may designate them by name or ex officio.
- d. [alternative 1: Interest Groups (five members). Individuals who are Selected by the Executive Board from the following interest areas:
- a. Aviation Industry (one member).
 - b. Disaster and Emergency Services (one member).
 - c. Search and Rescue (one member).
 - d. Youth Programs (one member).
 - e. Aerospace Education (one member).
- d. [alternative 2: United States Congress appointees (two members). One appointed by the President of the Senate and one appointed by the Speaker of the House.
- e. [alternative 2: Interest Groups (three members). Individuals who are Selected by the Executive Board from the following interest areas:
- a. Aviation and Aerospace Industry (one member).
 - b. Search and Rescue, Disaster and Emergency Services (one member).
 - c. Youth Programs (one member).
3. Terms of members serving ex officio coincide with term of office. All others serve three-year terms. There is no limitation to the number of terms a member may be elected or appointed to serve. The appointing authority is the removing authority for each member of the Executive Board.
34. The ~~Executive National~~ Board is ~~has~~ the sole policy making body and ~~has~~ exclusive power to:
- a. Amend the Constitution and Bylaws subject to ratification by the region and wing commanders.

b. ~~Elect the National Commander and National Vice Commander.~~Elect the Chairman of the Board and such other Executive Board Officers as required from among its membership.

c. Establish, increase, and lower national dues for all categories of membership.

d. ~~Confirm the appointment of the National Chief of Staff, National Legal Officer, National Finance Officer, and National Controller.~~Hire, supervise, and remove the Executive Director.

e. ~~Initiate and conclude removal actions of the National Commander and National Vice Commander.~~Appoint two Active Senior Members to the Membership Action Review Board.

f. Approve the annual Corporation budget.

g. ~~Approve Hall of Honor nominees and grant Life Memberships.~~Establish such committees as the business or affairs of the Civil Air Patrol may require. The Executive Board shall appoint a chairperson for each committee unless otherwise designated in the CAP Bylaws.

~~h.~~h. Determine regions to which wings are assigned.

ARTICLE IX **THE NATIONAL EXECUTIVE COMMITTEE**

1. ~~When the National Board is not in session, the National Executive Committee shall be vested with all the powers of the National Board, except those powers which may be reserved exclusively to the National Board.~~

2. ~~The 15 members of the National Executive Committee shall be as follows:~~

~~— a. The National Commander~~

~~— b. The National Vice Commander~~

~~— c. The National Chief of Staff~~

~~— d. The National Legal Officer~~

~~— e. The National Finance Officer~~

~~— f. The National Controller~~

~~— g. The commander from each region of CAP~~

~~— h. The Commander, Civil Air Patrol United States Air Force (CAP USAF)~~

ARTICLE IX **MEMBER ACTION REVIEW BOARD**

1. Members who have been subject to a final adverse membership action shall have a right of appeal to the Member Action Review Board. For purposes of this article, an adverse membership action is defined as demotion in grade; relief from command of a group, squadron or flight; termination; suspension in excess of 60 days; or non-renewal of membership.
2. The board shall consist of the National Legal Officer--chairperson ex officio, the CAP National Director of Personnel--ex officio, CAP-USAF Vice Commander--ex officio, and two Active Senior Members appointed by the Executive Board.
3. The board may affirm, overturn, or modify in favor of the member the final adverse action.
4. The board may overturn or modify the final adverse action only if it finds that the action was motivated by retaliation, reached without due process, or involved a material failure to follow applicable Civil Air Patrol regulations.
5. The board's decision is final and not subject to further appeal or proceedings within Civil Air Patrol.
6. The board shall adopt and publish such rules of practice and procedure as it may deem necessary.

ARTICLE X CORPORATE OFFICERS

~~—The corporate officers of Civil Air Patrol shall be those designated in the Bylaws with authority to obligate the Corporation as provided in the Bylaws and regulations.~~ 1. The corporate officers of Civil Air Patrol shall be:

- a. The National Commander
- b. The National Vice Commander
- c. The National Chief of Staff
- d. The National Legal Officer
- e. The National Finance Officer
- f. The region commanders
- g. The wing commanders
- h. The Executive Director

ARTICLE XI SELECTION OF CORPORATE OFFICERS

1. Volunteer leadership ~~Corporate officers~~ shall be selected as follows:

a. The National Commander and National Vice Commander shall be nominated and elected as provided in the Bylaws. Prior or current service as a region or wing commander member of the National Board is required for nomination or election to the positions of National Commander or National Vice Commander.

b. Region commanders shall be appointed by the National Commander.

c. Wing commanders shall be appointed by the commander of the respective region.

~~d.~~ d. The National Chief of Staff, the National Legal Officer, and the National Finance Officer, ~~the National Controller~~ shall be appointed by the National Commander, subject to confirmation by a majority of the region and wing commanders voting at the annual conference. ~~those voting at the current or next National Board meeting.~~ The failure to be confirmed ~~by the National Board~~ shall create a vacancy and disqualify the individual from service in the position for that term. The National Commander shall immediately appoint a replacement to fill any vacancy in those offices and that appointee shall serve with full authority of the office to which appointed until confirmed at the current or next ~~National Board meeting.~~ national annual conference.

~~e.2.~~ The Executive Director shall be selected by the Executive Board.

ARTICLE XII TERM OF OFFICE

1. The terms of office for corporate officers are as follows:

a. The National Commander shall serve a single, three-year term of office and shall not be eligible for reelection to that office. The term shall commence at the close of the annual conference general membership National Board meeting at which elected, and conclude at the close of the third conference general membership National Board meeting thereafter.

b. The National Vice Commander shall serve an annual term of office commencing at the close of the general membership National Board meeting annual conference at which elected, and terminating at the close of the next general membership National Board meeting annual conference.

c. The National Chief of Staff, the National Legal Officer, and the National Finance Officer, ~~and the National Controller~~ shall serve an annual term of office commencing at the close of the general membership National Board meeting annual conference at which confirmed, and terminating at the close of the next general membership National Board meeting annual conference. Vacancies in those offices shall be filled as provided in Article XI above.

d. Region commanders shall serve a ~~four~~three-year term and are not eligible to succeed themselves.

e. Wing commanders shall serve a probationary period of one year followed by a ~~three~~two-year term of office. The region commander may grant an additional one-year term with the concurrence of the National Commander and the Executive Board. Any time during the probationary period, the region commander may remove the wing commander with or without cause and without a right of appeal.

~~f. Wing and region commanders in office at the time of the adoption of this Constitution and Bylaws, on 10 August 1994, shall serve a term of office prescribed by the Term of Office provisions in~~

~~the Constitution and Bylaws in effect at the time of their appointment. Removal from office of such officers shall be governed by the rights and privileges contained in this Constitution and Bylaws including the right of appeal.~~

~~g. The Commander, Civil Air Patrol United States Air Force (CAP USAF), shall serve from the date assigned by the USAF until relieved.~~

hf. The Executive Director shall serve from the date employed until such employment ceases.

ARTICLE XIII CORPORATE OFFICER SUSPENSION AND REMOVAL

1. The National Commander or National Vice Commander may be removed from office only by a vote in person or by proxy of two-thirds of the authorized positions of the National Board region and wing commanders at a duly constituted regular or special meeting ~~of the Board~~. The process to consider removal shall be as follows:

a. The National Commander or National Vice Commander may be removed from office for personal misconduct involving moral turpitude or personal misconduct which creates an appearance to the public of serious impropriety ~~to the public~~ or which may discredit or embarrass the Civil Air Patrol and/or the United States Air Force. Charges of personal misconduct must be forwarded promptly to the National Legal Officer who shall immediately notify the National Commander, National Vice Commander, and Commander CAP-USAFA and cause the charges to be investigated. Copies of the charges, results of the investigation, findings, and determination shall be provided to all region and wing commanders members ~~of the National Board~~ and to the SAF/MIR. If "probable cause," as defined by regulation is determined by the National Legal Officer, the region and wing commanders National Board shall convene to vote on removal or retention, and the subject officer shall be in a suspended status until the issue is decided ~~by the National Board~~.

b. Region and wing commanders ~~The National Board~~ will convene to consider removal of the National Commander or National Vice Commander for any reason if a request, including the reason for such removal, is signed by a majority of the authorized positions of the region and wing commanders National Board and is presented to and approved as to form by the National Legal Officer. The subject officer shall be in a suspended status from the filing and approval of the petition until the issue is decided ~~by the National Board~~.

c. Detailed procedures, ~~including the times for reports and convening the National Board~~, to consider removal of the National Commander or National Vice Commander shall be as set forth in the regulations.

2. Any other Civil Air Patrol corporate officer, except paid staff, shall be subject to suspension or suspension with a recommendation for removal from office by the incumbent of the office having the authority to appoint such officer. Removal or suspension from corporate office may be only for cause such as gross inefficiency in office or misconduct. Prior written notice and opportunity to correct must be given to a corporate officer before gross inefficiency may be used to suspend or suspend with recommendation for removal.

ARTICLE XIV RIGHT OF APPEAL--NATIONAL APPEAL BOARD

1. Corporate officers, except the National Commander, National Vice Commander, and ~~paid staff~~Executive Director, suspended or suspended with a recommendation for removal from corporate office, shall have a right of appeal to a National Appeal Board.
2. Failure to appeal a recommendation for removal within time limits established by regulation will result in removal from office.
3. The National Appeal Board may consider only those cases involving appeals concerning corporate officer suspensions and suspensions with recommendation for removal from corporate office.
4. As implemented by regulation,
 - a. The National Appeal Board shall consist of a panel of not less than five members selected from former ~~National Board members~~ volunteer corporate officers.
 - b. A statement of reasons for suspension or proposed removal must be furnished in advance to the suspended officer who shall then have the right to a personal hearing before the National Appeal Board and the right to present evidence on his/her behalf. The burden of proof of the reasons shall rest with the officer who initiated the suspension or suspension recommending removal action.
 - c. The National Appeal Board may order reinstatement, suspension, or removal from corporate office. The Board's decision is final and not subject to further appeal or proceedings within Civil Air Patrol.

ARTICLE XV FUNDS AND PROPERTY

1. Civil Air Patrol may receive gifts, bequests, devises, legacies, and donations for such purposes as are within the general scope of its corporate objects and purposes.
2. All funds and property acquired by Civil Air Patrol in any manner and from whatever sources shall be received in the name of Civil Air Patrol and shall become the property of the Corporation, and shall be administered and accounted for as prescribed in the Bylaws and regulations.

ARTICLE XVI ADOPTION PROVISIONS

1. The insignia, uniforms, copyrights, emblems and badges, descriptive or designating marks and words or phrases used by the Civil Air Patrol, on or before the date of this revision of the Constitution, are appropriated to the Corporation.
2. Except as otherwise restricted by law, the Corporation may develop and adopt such insignia, uniforms, emblems and badges, descriptive and designating marks, and words and phrases for use by the members of the Civil Air Patrol as it may consider necessary or advisable in carrying out the objects and purposes of the Corporation.
3. The membership categories, eligibility, units, grades, rules, regulations, orders, directives, instruction manuals, administrative publications, and programs in effect on the date of the adoption of this revision of the Constitution shall continue in full force and effect thereafter until the same are changed,

amended, revoked, or otherwise disposed of in accordance with any procedure which may be prescribed pertaining thereto.

ARTICLE XVII AMENDMENT OF THE CONSTITUTION

1. This Constitution may be amended at any time by the approval of two-thirds of the authorized positions of the ~~Executive National~~ Board at a duly constituted meeting of the ~~Board~~ followed by ratification of the amendment by two thirds of the authorized positions of the region and wing commanders.
2. After processing proposals in accordance with the Bylaws, written notice of proposed amendments shall be forwarded by mail or ~~fax~~ electronic means to the ~~National-Executive~~ Board at least 30 days prior to the date set for consideration of such amendments. The approval of the required number of ~~National-Executive~~ Board members shall be obtained by voting in person or proxy at a duly constituted meeting. Mail or electronic ~~fax~~-ballots may not be used to vote on amendments to the Constitution.
3. After approval by the Executive Board, written notice of proposed amendments shall be forwarded by mail or electronic means to the region and wing commanders. The approval of the required number of region and wing commanders shall be obtained by voting in person or proxy at a duly constituted meeting or by mail or verified electronic means. No vote may be taken or finalized in less than 45 nor more than 60 days.
4. Failure of the region and wing commanders to ratify a proposed amendment within the time allowed defeats the amendment.

ARTICLE XVIII BYLAWS PROVISION

The ~~National-Executive~~ Board shall adopt, amend, and maintain, subject to the ratification of the region and wing commanders, such Bylaws for the administration of the activities, business, and affairs of the Corporation as in its judgment, from time to time, it shall deem most fitting for carrying out the objects and purposes of the Corporation.

BYLAWS

SECTION 1 AUTHORITY

1.1 These Bylaws are adopted pursuant to the Constitution of Civil Air Patrol.

SECTION 2 NAME AND CORPORATE SEAL

2.1 The name of Civil Air Patrol, Inc., may be stated by any of the following:

- a. "Civil Air Patrol, Inc."
- b. "Civil Air Patrol, Incorporated under Special Act of Congress approved July 1, 1946, Public Law 476, 79th Congress"
- c. "Civil Air Patrol"

2.2 Each unit, including National Headquarters, shall use a name expressing its designation, the words "Civil Air Patrol," and may also refer to its status as the United States Air Force Auxiliary as set forth in regulations.

2.3 The corporate seal shall have inscribed thereon "United States Air Force Auxiliary--Civil Air Patrol" and appears as follows:



SECTION 3 MEMBERSHIP CATEGORIES

3.1 Membership. Membership categories, membership year, eligibility, rights, duties, and privileges not otherwise provided for in the Bylaws shall be as set forth in the regulations.

SECTION 4 DUES

4.1 Each member shall pay annual National dues in such amount as may be established by the ~~National~~ Executive Board. Failure to pay annual dues shall result in automatic termination of membership.

4.2 Except as otherwise provided in regulations, annual National dues shall be payable:

- a. For a new member, at the time the application for membership is presented.
- b. For a renewing member, during the three-month period prior to the membership expiration date.

4.3 The National Commander or Executive Director may waive payment of, or lower the amount of, annual dues for any member.

4.4 Unit Dues.

a. Region commanders may establish region dues with the approval of the National Commander ~~Executive Committee~~.

b. Wing commanders may establish wing dues with the approval of the region commander.

c. Dues for other membership units may be established with the approval of the wing commander.

SECTION 5 TERMINATION AND NONRENEWAL OF MEMBERSHIP

5.1 Membership in Civil Air Patrol is a privilege, not a right. Membership is conditioned on adherence to Civil Air Patrol rules and regulations.

5.2 Membership in Civil Air Patrol may be terminated at any time for cause or may be non-renewed at the end of a membership year. Except for the provisions of Article IX of the Constitution, Procedures for such actions including review and appeals, if any, shall be as set forth in the regulations.

SECTION 6 MEMBERSHIP UNITS

6.1 Civil Air Patrol shall be divided into units which are not separate legal entities, but are integral units of the Corporation.

6.2 Each cadet and senior member of Civil Air Patrol shall be assigned to a membership unit.

6.3 Units of Civil Air Patrol are as follows:

a. National Headquarters. Members assigned to the National Headquarters membership unit are those members appointed or elected by the ~~National Board, National Executive Committee, National Commander,~~ or Executive Director.

b. Regions:

(1) The United States shall be divided geographically into areas known as regions. The wings that shall comprise each region shall be determined by the ~~National Executive~~ Board.

(2) The membership unit of each region shall consist of the region commander, the region staff, and other members of the region so assigned by the region commander.

c. Wings:

(1) Each region shall be subdivided into areas known as wings. There shall be one wing for each state, the District of Columbia, and the Commonwealth of Puerto Rico.

(2) The membership unit of each wing shall consist of the wing commander, the wing staff and other members of the wing so assigned by the wing commander.

(3) Each wing may be subdivided by the wing commander into groups, squadrons, and flights as prescribed by regulations.

d. Other Units. The establishment of special at-large units such as the Congressional Squadron and overseas units is authorized. Such units shall report directly to National Headquarters.

SECTION 7 UNIT MEETINGS

7.1 A region or wing commander may call a meeting of the general membership or of a select number of members of the region or wing for such times, at such places, and for such purposes as the commander shall determine.

7.2 Other unit commanders may call a meeting of the general membership or of a select number of members of the unit for such times, at such places, and for such purposes as the unit commander shall determine.

SECTION 8 UNIT FUNDS AND PROPERTY

8.1 All funds and property acquired by any unit of Civil Air Patrol in any manner and from whatever source shall be received in the name of "Civil Air Patrol" and shall become the property of the Corporation.

8.2 In the event of the deactivation of any unit, the funds and property of such deactivated unit shall be delivered to the wing commander who shall be responsible for assuring the equitable settlement of all accounts of the deactivated unit including any indebtedness.

8.3 All funds and property of Civil Air Patrol shall be administered and accounted for from time to time, as shall be prescribed by regulations. Each unit shall submit an annual financial report and shall submit its accounts for audit as prescribed by regulation.

SECTION 9 UNIT RECORDS

9.1 The National Headquarters and each unit of the Corporation shall maintain records as provided by regulations.

SECTION 10 CORPORATE OFFICERS

~~10.1 The corporate officers of Civil Air Patrol shall be:~~

~~— a. The National Commander~~

~~— b. The National Vice Commander~~

~~— c. The National Chief of Staff~~

- ~~— d. The National Legal Officer~~
- ~~— e. The National Finance Officer~~
- ~~— f. The National Controller~~
- ~~— g. The region commanders~~
- ~~— h. The wing commanders~~
- ~~— i. The Commander, Civil Air Patrol United States Air Force (CAP USAF)~~
- ~~— j. The Executive Director (not a member of National Board or National Executive Committee)~~

SECTION 10

CHAIRMAN OF THE BOARD

10.1 The Chairman of the Executive Board shall, in accordance with the Constitution and Bylaws of the Civil Air Patrol, preside at all meetings of the Board. If there is no chairman or vice chairman present for a properly scheduled meeting, the National Commander will act as Chairman of the Board and shall, in addition, have the powers and duties prescribed to those offices until a duly authorized chairman is installed. He or she shall:

- a. Conduct business in accordance with the Constitution and Bylaws of the Civil Air Patrol.
- b. Receive and review Executive Board committee reports
- c. Oversee preparation of the National Agenda by the Executive Director with recommendations from the Congress, United States Air Force, National, Region and Wing Commanders, Civil Air Patrol membership, Industry Representatives and other Executive Board members.
- d. Schedule and facilitate meetings of the Executive Board.
- e. Focus conduct of meetings on the National Agenda and Civil Air Patrol policy matters.
- f. Assign duties to members of the Executive Board as may be required.
- g. Oversee preparation and authenticate Executive Board Minutes and other official documents.
- h. Perform other duties as may be assigned by the Executive Board.
- i. When voting, in open meetings reserve the Chairman's vote for last or as a tie breaker.

SECTION 11

NATIONAL COMMANDER

11.1 The National Commander is the principal corporate officer and commanding officer of Civil Air Patrol and the chief executive officer of the corporation. Subject to the provisions of the Civil Air Patrol Constitution and Bylaws, he or she shall:

- a. Serve as a member of the Executive National Board and the National Executive Committee;
- b. ~~Serve as chairman at~~ Preside over all meetings of the ~~National Board and the National Executive Committee~~ region and wing commanders;
- c. Appoint region commanders;
- d. Appoint the National Chief of Staff, the National Legal Officer, and the National Finance Officer; ~~the National Controller~~ and, in the event of a vacancy, ~~shall~~ appoint a replacement to serve until confirmed in accordance with Article XI of the Constitution ~~at the current or next National Board meeting~~;
- e. Have the authority to suspend and remove region commanders, the National Chief of Staff, the National Legal Officer, and the National Finance Officer, ~~and the National Controller~~ subject to the right of appeal; and,
- f. Have the authority to appoint such staff and advisory boards as required by the nature of the offices ~~special and standing committees~~; and,
- ~~g.~~ Perform such other duties as the nature of the office may require.

SECTION 12 NATIONAL VICE COMMANDER

12.1 The National Vice Commander, subject to the provisions of the Civil Air Patrol Constitution and Bylaws, shall:

- a. Serve as a member of the Executive National Board and the National Executive Committee;
- ~~— b. Preside as Chairman at all meetings of the National Board and the National Executive Committee in the absence of the National Commander;~~
- ~~— c. Act as assistant to the National Commander, performing such duties as shall be directed by the National Commander; and~~
- bd. — In the event of the absence or incapacitation of the National Commander, exercise any and all authority reserved to the National Commander until such time as a new National Commander is duly elected or until the National Commander is no longer absent or incapacitated.
- c. Act as assistant to the National Commander, performing such duties as shall be directed by the National Commander; and

SECTION 13 NATIONAL CHIEF OF STAFF

13.1 The National Chief of Staff, subject to the provisions of the Civil Air Patrol Constitution and Bylaws, shall:

- ~~a. Serve as a member of the National Board and the National Executive Committee;~~

~~— b. Preside as Chairman at all meetings of the National Board and the National Executive Committee in the absence of the National Commander and National Vice Commander;~~

~~— c. Act as assistant to the National Commander, performing such administrative and other duties as shall be directed by the National Commander;~~

a. Coordinate administrative matters at Executive Board meetings and coordinate and monitor national committee, staff and advisory board activities and reports.

b. In the event of the absence or incapacitation of the National Commander and the National Vice Commander, exercise any and all authority reserved to the National Commander or the National Vice Commander until such time as a new National Commander is duly elected or until the National Commander or the National Vice Commander is no longer absent or incapacitated; and

~~— e. Coordinate administrative matters at National Board and National Executive Committee meetings and coordinate and monitor National committee activities and reports.~~

c. Act as assistant to the National Commander, performing such administrative and other duties as shall be directed by the National Commander.

SECTION 14

~~COMMANDER, CIVIL AIR PATROL UNITED STATES AIR FORCE (CAP USAF)~~

~~14.1 Under Public Laws establishing Civil Air Patrol as a civilian auxiliary of the United States Air Force and authorizing Air Force assistance to Civil Air Patrol in the fulfillment of its objectives and purposes, the Secretary of the Air Force established an Air Force unit known as Headquarters CAP USAF. The senior Air Force officer designated as Commander, Civil Air Patrol United States Air Force (CAP USAF) is the senior Air Force representative to Civil Air Patrol and shall:~~

~~— a. Exercise command and control of all Air Force personnel, equipment, and facilities assigned to CAP USAF in accordance with USAF regulations and directives;~~

~~— b. Certify the eligibility of retired USAF members to be employed by the Civil Air Patrol Corporation as wing Air Force liaison officers and noncommissioned officers and adjudicate disputes concerning performance in those positions in accordance with USAF regulations and directives;~~

~~— c. Provide continuous and direct advice to CAP's National Headquarters' staff regarding Air Force direction and policy issues affecting Civil Air Patrol's programs;~~

~~— d. Conduct periodic inspections of all Civil Air Patrol units and activities; and~~

~~— e. Serve as a member of the National Board and National Executive Committee.~~

SECTION 1514

THE EXECUTIVE DIRECTOR

~~15.14.1 The Executive Director is the chief operating officer of the corporation; the senior corporate employee, is a corporate officer who and represents the National Commander Executive Board at National Headquarters. The Executive Director shall administer the daily affairs of the Corporation and~~

shall perform such duties as the ~~National Commander, the National Executive Board Committee, or the National Board~~ shall direct.

14.2 The Executive Board shall contract the services of the Executive Director to manage Civil Air Patrol National Headquarters; manage corporate expenditures in accordance with corporate budget and in compliance with grant or cooperative agreement requirements; hire, supervise and fire corporate staff within manning levels established by the Executive Board; and perform such other duties as may be assigned by the Executive Board.

SECTION 1615 NATIONAL LEGAL OFFICER

16.15.1 The National Legal Officer, subject to the provisions of the Civil Air Patrol Constitution and Bylaws, shall

- a. Serve as a ~~member of the~~ legal advisor to the Executive National Board and the National and the National Commander-Executive Committee;
- b. Serve as the principal Legal Officer of the Corporation;
- c. Serve as the Secretary of the Corporation;
- d. Appoint or remove such assistants as necessary for the proper conduct of the office; and
- e. Perform such other duties as the nature of the office may require.

SECTION 1716 NATIONAL FINANCE OFFICER

17.16.1 The National Finance Officer, subject to the provisions of the Civil Air Patrol Constitution and Bylaws, shall:

- a. Serve as a ~~member of the~~ financial advisor to the National Executive Board and the National Executive Committee;
- b. Serve as Treasurer of the Corporation;
- c. Serve as Chairman of the National Finance Committee and shall be responsible for the preparation of the annual corporate budget;
- d. Render periodic reports and accountings to the National Executive Board Committee and to the National Board as may be requested;
- e. Have the accounts of Civil Air Patrol audited annually, ~~by an independent Certified Public Accountant~~ and be responsible for the filing of an annual financial reports, ~~to Congress~~ as required by law;
- f. Have care and custody of all Civil Air Patrol funds and investments; and
- g. Perform such other duties as the nature of the office may require.

SECTION 18
NATIONAL CONTROLLER

~~18.1 The National Controller, subject to the provisions of the Civil Air Patrol Constitution and Bylaws, shall:~~

~~— a. Serve as a member of the National Board and National Executive Committee;~~

~~— b. Serve as Vice Chairman of the National Finance Committee;~~

~~— c. Serve as the Assistant Treasurer of the Corporation and act for the National Finance Officer in the National Finance Officer's absence;~~

~~— d. Ensure that Books of Account of all funds of Civil Air Patrol are kept which shall be open for inspection, at reasonable times, by any corporate officer of Civil Air Patrol;~~

~~— e. Ensure adherence to the financial program approved by the National Executive Committee or National Board;~~

~~— f. Ensure that all funds received by Civil Air Patrol shall be deposited to Civil Air Patrol's credit in such depositories as the National Board or the National Executive Committee may from time to time designate;~~

~~— g. Render periodic reports and accountings to the National Finance Officer as may be requested; and~~

~~— h. Perform such other duties as the nature of the office may require.~~

SECTION ~~19~~17
REGION COMMANDER

~~19.17.1~~ A region commander is the commanding officer of the region and, subject to the provisions of the Civil Air Patrol Constitution and Bylaws, -shall:

~~— a. Serve as a member of the National Board and the National Executive Committee;~~

~~b~~a. Appoint wing commanders and may suspend and remove wing commanders of the region, subject to a right of appeal.

c. Appoint and remove region vice commanders and staff within the region;

d. Have the authority to establish a Region Advisory Council for the region; and

e. Perform such other duties as the nature of the office may require.

SECTION ~~20~~18
WING COMMANDER

2018.1 A wing commander is the commanding officer of the wing and, subject to the provisions of the Civil Air Patrol Constitution and Bylaws, shall:

~~a. Serve as a member of the National Board;~~

~~ba.~~ Appoint and remove unit commanders of the wing;

~~be.~~ Appoint and remove a Vice Commander and staff within the wing;

~~cd.~~ Have the authority to establish a Wing Advisory Council within the wing; and,

~~de.~~ Perform such other duties as the nature of the office may require.

SECTION ~~24~~19 INDEMNIFICATION

~~24~~19.1 Civil Air Patrol, Inc., shall, subject to the conditions, provisions, and limitations established by Civil Air Patrol regulation, indemnify Civil Air Patrol members and employees designated by Civil Air Patrol regulation from liability for (a) the expenses of any civil litigation which they are made a party defendant and (b) any settlement or civil judgment entered by a court of competent jurisdiction arising out of such litigation, if such claim or litigation arose as a result of their service to Civil Air Patrol, Inc., while a member of Civil Air Patrol.

SECTION ~~22~~20 ~~RESOLUTIONS~~MINUTES AND RECORDS OF THE EXECUTIVE BOARD

~~22.1 All proposed resolutions at the National Board or National Executive Committee meetings may be referred to the National Legal Officer for recommendations and proper phrasing prior to adoption.~~

~~22.220.1~~ All minutes of the Executive National Board and the National Executive Committee shall be signed by the presiding officer, normally the Chairman of the Board ~~National Commander~~, and attested by the Secretary.

~~22.320.2~~ All records ~~resolutions~~ and minutes shall be kept permanently in suitable books among the corporate records at National Headquarters, Civil Air Patrol, Inc.

SECTION ~~23~~21 VOTING AT NATIONAL EXECUTIVE BOARD ~~AND NATIONAL EXECUTIVE COMMITTEE MEETINGS~~

~~2321.1~~ Voting at the Executive National Board or National Executive Committee meetings shall be in person or by proxy. A board member ~~An officer~~ eligible to vote at such meetings may appoint in writing a representative to serve as proxy. Any proxy authorization must be submitted to the Chairman of the Board ~~National Commander~~ prior to the opening of such meeting. No person may exercise more than one ~~the vote of more than one office~~. The vote on any issue shall be by secret ballot if requested by a member entitled to vote thereon.

~~2321.2~~ Except for Constitution and Bylaws amendments, a majority of the votes on any issue shall constitute a decisive vote. An abstention does not constitute a vote.

~~23.3 Voting for the National Commander and the National Vice Commander will be conducted in that order by written, secret ballot as follows:~~

~~When there are more than two nominees, the nominee receiving the lowest number of votes shall be dropped from the next ballot until there are only two nominees. Whenever any nominee receives a majority of the votes, that nominee is elected.~~

~~23.421.3~~ Other than for amending the Constitution or Bylaws, mail or electronic ballots may be used for routine business of the ~~National Executive Board Committee and National Board~~, and ballots used for this purpose shall be signed by the ~~officer-member~~ entitled to vote. A mail ballot may be secret if requested by a member entitled to vote.

SECTION 22 **VOTING FOR NATIONAL COMMANDER AND VICE COMMANDER**

22.1 Voting for the National Commander and the National Vice Commander will be conducted in that order by written, secret ballot of the region and wing commanders at the annual conference during which the election is held, as follows:

22.2 When there are more than two nominees, the nominee receiving the lowest number of votes shall be dropped from the next ballot until there are only two nominees. Whenever any nominee receives a majority of the votes, that nominee is elected

SECTION 2423 **MEETINGS OF THE NATIONAL EXECUTIVE BOARD AND** **NATIONAL EXECUTIVE COMMITTEE**

~~2423.1~~ There shall be no less than two meetings of the ~~National Executive Board~~ each calendar year. One meeting shall occur in the first calendar quarter and shall constitute the business meeting of the ~~Executive National Board~~. The second meeting shall occur in the third calendar quarter and shall ~~constitute the general membership meeting~~ be held in conjunction with the annual conference. A special meeting may be called by the Chairman of the Board ~~National Commander at the conclusion of the general membership meeting as needed to confirm appointments of national officers and~~ at such other times as the ~~Chairman National Commander~~ deems necessary. In addition to the exercise of its exclusive powers, the ~~Executive National Board~~ may:

- a. Receive and review reports;
- b. Establish corporate policy;
- c. ~~Confirm national level officer appointments and~~ Establishment of and appoint committees;
- d. Review funds and investments; ~~and~~

~~— e. Consider any other business properly brought before it.~~

~~24.2 The National Executive Committee shall meet at least twice annually and, except as otherwise directed or limited by the National Board, may:~~

- ~~— a. Receive and review reports;~~

- ~~— b. Establish corporate policy; —~~
- ~~— c. Review, approve, and modify the annual Corporation budget for submission to the National Board; —~~
- ~~— d. Approve non budgeted expenditures and review corporate funds and investments; —~~
- e. Establish fund-raising policies;
- f. Approve contracts;
- ~~— g. Appoint committees; —~~
- gh. Establish or terminate scholarships; and
- hi. Consider any other business properly brought before it.

~~24.23.32~~ Meetings of the ~~Executive National Board or the National Executive Committee~~ may be called by the ~~Chairman of the Board National Commander~~ for such times and at such places as the ~~National Commander~~ Chairman may determine or upon written request to the ~~National Commander~~ Chairman by a majority of the authorized positions of the ~~Executive National Board or the National Executive Committee~~.

~~24.423.3~~ Notice of meetings of the ~~Executive National Board or the National Executive Committee~~ shall be given to the members thereof at least 15 days in advance of such meetings. The requirement to give notice may be waived by written consent of two-thirds of the members of such body.

~~24.523.4~~ Minutes of all meetings of the ~~National Executive Board and the National Executive Committee~~ shall be permanently kept at National Headquarters and copies of such minutes forwarded to each ~~board member of the National Board~~.

SECTION 24 **NATIONAL COMMANDER'S CONFERENCE**

23.1 There shall be no less than one meeting of the region and wing commanders each calendar year, which shall be held in conjunction with the annual conference. This meeting will be called the National Commander's Conference.

23.2 Additional meetings of the region and wing commanders may be called by the National Commander for such times and at such places as the National Commander may determine or upon written request to the National Commander by a majority of the region and wing commanders.

23.3 Minutes of the National Commander's Conference shall be permanently kept at National Headquarters and copies of such minutes forwarded to the National Commander and each region and wing commander.

SECTION 25 **NATIONAL FINANCE COMMITTEE**

25.1 The National Finance Committee shall be composed of the following:

a. The National Finance Officer who shall serve as Chairman.

~~b. The National Controller who shall serve as Vice Chairman.~~

be. The corporate staff Director of Finance and the assigned USAF Comptroller, as nonvoting members.

d. ~~Three~~ Four additional committee members may be appointed by the Chairman of the Board ~~National Commander~~.

~~2525.2~~ The National Finance Committee shall meet at least twice annually at such times and at such places as the Chairman of the National Finance Committee shall determine.

~~2525.3~~ Special meetings may be called by the Chairman of the National Finance Committee.

~~2525.4~~ The National Finance Committee shall be responsible for advising the National Finance Officer in the financial planning and supervision of all the funds and investments of Civil Air Patrol and shall exercise supervisory accounting control over all funds of any unit of Civil Air Patrol.

~~2525.5~~ The National Finance Committee shall consider any other business that may be properly brought before it.

SECTION 26 CANDIDATES FOR NATIONAL COMMANDER AND NATIONAL VICE COMMANDER

~~2626.1~~ Current or former region or wing commanders ~~National Board members~~ wishing to be candidates for the office of National Commander or National Vice Commander shall file a request for consideration with the office of the Executive Director outlining a summary of their experience, qualifications, platforms, and proposals if elected. Such requests shall be filed not later than 90 days prior to the general membership ~~National Board~~ meeting for which the election is to be held. The Executive Director will immediately mail a copy of the candidates' requests to all ~~National Board members~~ region and wing commanders. Nominations may be made from the floor.

SECTION 27 NATIONAL ADVISORY COUNCIL

~~2727.1~~ The National Advisory Council shall be composed of all past National or Executive Board Chairmen and National Commanders.

~~2727.2~~ They shall be available to the National Commander, to the Executive Director, and to the Executive ~~National Board, and the National Executive Committee~~ for advice and counsel on Civil Air Patrol matters, and they may perform such other duties as the National Commander may consider proper.

SECTION 28 CONSTITUTION AND BYLAWS COMMITTEE

~~2828.1~~ A National Constitution and Bylaws Committee is established which shall consist of the following members:

- a. The National Legal Officer-Chairman-ex officio
- b. The ~~Corporate Legal General~~ Counsel-ex officio
- c. The CAP National Director of Personnel-ex officio
- d. Two region or wing commanders ~~members of the National Board~~ appointed by the National Commander
- e. Two other ~~members~~ individuals appointed at the discretion of the Executive National Board ~~Commander~~.

SECTION 29 OTHER NATIONAL COMMITTEES

~~2929.1~~ The Chairman of the Board ~~National Commander~~ may appoint such committees as the business or affairs of the Civil Air Patrol may require. The Chairman of the Board ~~National Commander~~ shall appoint a committee chairman from among its members unless otherwise designated in these Bylaws.

~~2929.2~~ Meetings of such committees shall be at such times and at such places as the committee chairman may determine.

~~2929.3~~ If practicable, notice of such meetings should be given each member at least five days prior to such meeting and such notice should outline as far as practicable the matters to be considered.

~~2929.4~~ Minutes or reports of such meetings shall be taken and made available to the National Commander and National Executive Board, region and wing commanders, the Executive Director, and members of the committee.

SECTION 30 CIVIL AIR PATROL CONSULTATION COMMITTEE

~~30.1~~ A Civil Air Patrol Consultation Committee is established which will be composed of nine to twelve outstanding leaders from the military, business, industry, the government, and positions of national prominence who possess impeccable character and are willing to volunteer their talent, experience, judgment, and leadership as advisors to Civil Air Patrol.

~~30.2~~ The purpose of the Consultation Committee is to provide guidance and counsel on long term policy issues, offer a vision of Civil Air Patrol goals, programs, and achievements that is external to Civil Air Patrol; provide liaison with the Presidential Administration, Congress and the military, and in particular the Air Force; help increase public interest in and awareness of Civil Air Patrol and serve as a visible guidon in carrying the Civil Air Patrol message and mission to the military and government leaders and the public.

~~30.3~~ The Committee will meet at least twice during the calendar year. One such meeting will be held in conjunction with the general membership meeting of Civil Air Patrol held during the third quarter of the calendar year, and one shall be held during the first quarter at a time and place to be determined by the Chairman.

~~30.4 The first Chairman shall be appointed by the National Commander for a four year term, with subsequent appointments made by the National Commander based on the Committee members' nomination. Members of the Committee shall be appointed by the Chairman subject to National Commander concurrence. Members will serve a three year term with staggered terms. There shall be nine members initially appointed and three members appointed every three years thereafter.~~

~~30.5 Civil Air Patrol members will be appointed by the National Commander as liaison officers to facilitate arrangements for meetings and communications between the Committee and Civil Air Patrol.~~

SECTION 3130 **REGION ADVISORY COUNCILS**

~~31.1 A 30.1 Region or Wing Advisory Councils, composed of past National Board members and past and present region vice commanders may be established at the discretion of each region respective commander. They shall be available to their region commanders for advice and counsel on Civil Air Patrol matters. They may perform such other duties as their commanders may consider proper.~~

~~31.3 They shall be eligible for service on national and region committees.~~

~~31.4 They may assist the region commander in obtaining qualified candidates for wing commanders within the region and they may perform such other duties as the region commander may consider proper.~~

SECTION 32 **WING ADVISORY COUNCIL**

~~32.1 A Wing Advisory Council, composed of members of the wing, may be established at the discretion of the wing commander.~~

~~32.2 They shall be available to the wing commander for advice and counsel on Civil Air Patrol matters.~~

~~32.3 They may serve on wing committees, they may assist the wing commander in obtaining qualified commanders for the units within the wing and they may perform such other duties as the wing commander may consider proper.~~

SECTION 3331 **NATIONAL HALL OF HONOR**

~~3331.1~~ As its highest honor and to recognize sustained outstanding service to Civil Air Patrol, a Hall of Honor has been established.

~~33.2 The National Commander shall appoint the Chairman and at least four other members to the Hall of Honor Committee, all of whom have been inducted into the Hall of Honor.~~

~~3331.32~~A member is not eligible for nomination to the Hall of Honor while serving in any corporate office and for a period of two years after leaving corporate office. A member may be inducted into the Hall of Honor ~~upon recommendation of the Hall of Honor Committee on approval~~ by two thirds of the authorized positions of the region and wing commanders ~~National Board.~~

~~33.431.3~~ A permanent roll of the Hall of Honor shall be maintained and prominently displayed at National Headquarters and such other places deemed appropriate by the ~~National Executive Board~~ Committee.

SECTION 32
LIFE MEMBERSHIP

32.1 In recognition of outstanding contribution to Civil Air Patrol, and as one of its highest honors, the National Commander's Conference may create a life membership for any member of Civil Air Patrol. Life members are afforded all the rights and privileges of active senior membership.

SECTION 3433
QUORUM FOR MEETINGS

3433.1 A majority of the authorized positions of the ~~Executive National Board or the National Executive Committee~~ shall constitute a quorum of that body.

33.2 For those purposes where the region and wing commanders act collectively, a majority of the authorized positions shall constitute a quorum.

3433.32For all other boards, committees, and councils, a majority of the appointed members shall constitute a quorum.

SECTION 3534
FISCAL YEAR

3534.1–The fiscal year of Civil Air Patrol shall be as determined by the ~~National Executive Board~~Committee.

SECTION 3635
AUDITS AND INSPECTIONS BY USAF

3635.1 The United States Air Force is authorized to make such audits and inspections of Civil Air Patrol accounts and activities as it may deem necessary.

SECTION 3736
ANNUAL REPORT TO CONGRESS

3736.1 The Civil Air Patrol shall have prepared during the current year a full and complete written report on all activities of Civil Air Patrol for the preceding year. This shall be known as the *Annual Report to Congress* required by 36 USC 207. Copies shall be provided to the President, all members of Congress, and such other persons deemed appropriate.

SECTION 3837
AMENDMENT TO BYLAWS

3837.1 Proposed changes to the Constitution and/or Bylaws shall be submitted ~~by the National Commander to the Constitution and Bylaws Committee for recommendation prior to submission to the National Board to the Executive Board. for vote.~~

37.2 These Bylaws may be amended at any time by the approval of a majority of the authorized positions of the Executive Board at a duly constituted meeting followed by a ratification of the amendment by a majority of the authorized positions of the region and wing commanders.

37.3 After processing proposals in accordance with these Bylaws, written notice of proposed amendments shall be forwarded by mail or electronic means to the Executive Board at least 30 days prior to the date set for consideration of such amendments. The approval of the required number of Executive Board members shall be obtained by voting in person or proxy at a duly constituted meeting. Mail or electronic ballots may not be used to vote on amendments to the Bylaws.

37.4 After approval by the Executive Board, written notice of proposed amendments shall be forwarded by mail or electronic means to the region and wing commanders. The approval of the required number of region and wing commanders shall be obtained by voting in person or proxy at a duly constituted meeting or by mail or verified electronic means. No vote may be taken or finalized in less than 45 nor more than 60 days.

37.5 Failure of the region and wing commanders to ratify a proposed amendment within the time allowed defeats the amendment.

~~38.2 An amendment to the Bylaws shall require approval of a majority of the members of the National Board then in office. Written notice of any proposed amendment will be sent by regular mail or fax at least 20 days prior to the date such amendment is to be considered at a National Board meeting.~~

~~38.3 Mail ballots for amendments to the Bylaws are prohibited. All votes on Bylaws must be in person or by proxy at a meeting of the National Board.~~